



INSTRUCTIONS FOR 24-HOUR INSPECTION REQUEST HOT-LINE

1-800-351-2551

1. Follow verbal commands. Say "Inspection Hotline" to use the Inspection Request Hot-line.
2. Say "operator" to speak with an attendant during regular business hours if you need assistance.
3. When prompted, say or key in on your telephone keypad the four-digit* permit type.

Example: 1003 single family dwelling permit
 1007 electrical only permit
 1009 mechanical only permit
 1011 plumbing only permit

**Old permit types C, E, M and P can use the Inspection Hotline by pressing C(2), E(3), M(6) or P(7) on your telephone keypad.*

4. At the prompt, say or key in on your telephone keypad the eight-digit permit number.

Example: 20050123
5. At the prompt, say "new" if you would like to schedule a new inspection, say "status" to obtain the status of a scheduled inspection, or say "cancel" to cancel a scheduled inspection.
6. The system will verify the address and confirm the transaction. At the prompt, confirm the transaction by saying "yes" or "no." If you would like to conduct another transaction, say "more transactions" at the prompt. If you would like to conduct business on a new permit, say "start over" at the prompt.

*Your inspection will be scheduled for the next inspection day in your area if scheduled **before 11:30 P.M.***



INSPECTION TYPES **FOR THE 24-HOUR INSPECTION REQUEST LINE**

**AT THE PROMPT, SAY OR KEY IN THE 3-DIGIT INSPECTION NUMBER ON YOUR
TELEPHONE KEYPAD WHEN SCHEDULING AN INSPECTION.**

102	SITE INSPECTION	134	LATH/DRY WALL (includes shear paneling, exterior wrap, etc.)
104	ROUGH GRADING	136	WATER SERVICE
105	BMP (pre-grading/storm-water)	138	BUILDING SEWER
106	UNDERGROUND PLUMBING	140	SEWER/SEPTIC CONNECTION
108	UNDERGROUND WATER	142	DRIVEWAY
110	UNDERGROUND MECHANICAL	144	POOL STEEL/BONDING/PREGUNITE
112	UNDERGROUND ELECTRICAL	146	TEMPORARY POWER
114	FOUNDATION (includes footings, slab, steel, piers, etc.)	148	TEMPORARY OCCUPANCY PERMIT
116	GROUT LIFT (retaining wall rebar etc.)	150	DEMOLITION
118	WATERPROOFING	152	SHOWER PAN
120	FRAME	154	COMPLAINT/INVESTIGATION
121	COMBINATION FRAME (same as scheduling 120, 122, 124, and 126 together)	156	COMPLIANCE SURVEY
122	ROUGH ELECTRIC	158	TESTING POWER
124	ROUGH PLUMBING	160	TESTING GAS
126	ROUGH MECHANICAL	162	ENERGY INSULATION/SOUND
128	HOUSE GAS	164	MOBILE HOME SETUP
130	YARD GAS/ UNDERGROUND GAS	166	MOBILE HOME INSULATION
132	DIAPHRAGM/SHEAR (includes roof nailing, shear nailing, sheeting, etc.)	180	SERVICE EQUIPMENT ONLY
		199	FINAL (for swimming pool, this is pre-plaster inspection)